



ICT , Mobile Phone & Social Networking Sites Policy & Procedures

We believe our staff should be completely attentive during their hours of working, to ensure all children in the setting receive outstanding quality care and education; staffs' own mobile phones are not used during working hours.

This policy should be read in conjunction with the Safeguarding & Confidentiality policies.

EYFS key themes and commitments.

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.1 Respecting each other 2.2 Parents as partners	3.4 The wider context	4.4 Personal, social and emotional development

Concerns regarding mobile phones

- Staff being distracted from their work with children
- The use of mobile phones around children
- The inappropriate use of mobile phones

To ensure the safe and appropriate use of mobile phones: -

- Parent/student/volunteers mobile phones **must** be switched off, and staff phones must be switched off during working hours & kept in the box in the quiet room cupboard. A maximum of two supervisors if several are working on one day, keep their phones in the evacuation sack in the event of an emergency/lockdown.
- Mobiles may only be used on designated break times, away from the children (in the kitchen only) & returned to the box/bag immediately afterwards. Staff may use mobiles on outings for nursery/emergency use only if in separate groups.
- **This policy statement is also applicable to parents on visits for parents/carers and forms part of our child protection policy for your protection and that of the children.**
- Under **no** circumstances must personal mobiles be used to take photos of the children or used to contact parents.
- The nursery landline phone is the daily contact point; all nursery calls should be made and taken from this phone.
- Should staff need to be contactable for personal reasons, then the landline number for nursery should be given. Any calls must be taken away from the children, other staff and parents.
- Smart watches are permitted in the setting providing they are disconnected from phones/devices during the working day.

- **All visitors to the setting will be asked to put their mobile phones in the basket on the window sill in the entrance hall- including EHO's if they consent and any parent staying in the building for longer than 'pick up' time. If any visitor has an exceptional need to have access to their telephone whilst they are in the setting, they may put their phone in the evacuation bag and take it off of silent, they must take or make calls in the kitchen away from the children with the door closed and must be escorted to and from the kitchen. They must ask staff to give them their phone if it rings, or if they need to make a call.**

This does not apply to Ofsted inspectors or parents/carers when dropping off or picking up children. Staff will be aware at all times of actions of parents in the main room for pick up/drop off & challenge all parents who take out their phone to use it. Ofsted inspectors are required to have their phones with them as they are 'lone workers' although they will be kept in personal bags in the kitchen and only used in the kitchen or away from the premises.

If a member of staff fails to comply with this policy, they will face disciplinary action, which could result in dismissal.

This policy section is open to changes for visitors during active Covid (or any other) infection times in order to reduce physical contact with phones and other people's property and reduce possible transmission. The supervisor of the day will advise visitors as to any changes and any visitors with phones will not be left alone at any time during their visit.

Social Networking Sites/Media sites/What's App etc

Staff – No parents with children currently or previously, attending nursery are to be accepted as friends on social networking sites/apps by staff unless they were friends prior to the child starting nursery. Staff must not 'post' anything on any social networking site/App/send by text that concerns any aspect of nursery, children or their work. This policy is formally written into employment contracts.

If a member of staff fails to comply with this policy, they will face disciplinary action which could result in dismissal.

Catkins Facebook page updates are carried out by designated staff only. No staff member may make any personal comment on this but may 'like'.

Staffs' own Facebook pages must be visible to 'friends, or friends of friends only' and not an open page.

Parents – No comment should be made regarding another child/parent or staff member on any such sites as 'Facebook', apart from positive comments on the Catkins Nursery Facebook page. No photos of children other than your own taken at nursery events should be posted, (this includes children in the background of photos of your child). This protects those who have not signed to give permission for their child's photo to be used for internet/newspaper use.

Any parent found to have posted photos of any child other than their own on sites such as Facebook will be asked to remove them immediately, failure to do so will result in the taking of photos at events held by the setting, banned in order to safeguard vulnerable children/families or individual wishes.

There are some vulnerable children and parents who for many reasons are not to be in any images posted on the internet. These include children in the care of Social Services, children under protection plans and those prior to adoption. We are not prepared to explain and justify the reasons as to why this policy is set; however, we expect all parents to adhere to policies of the setting to protect the safety of the children and parents in our care. For confidentiality and child protection issues, this must be adhered to. We are not always aware of an individual's personal circumstances and must respect the privacy and wishes of all families.

Please also do not ask staff members to be your friend on networking sites as it is in breach of their contract for them to accept you and puts them in a difficult position.

Any child's image posted on the Catkins Nursery website or Facebook page has full permission of the parent to do so for their child for an undetermined length of time.

I.C.T.

At Catkins Nursery we follow the Early Years Foundation Stage Curriculum and whilst ICT is no longer a separate aspect, it is still an important part of children's learning and developing within the modern world where ICT plays such a prominent part of life. The children have access to tills, mobile telephones, kitchen equipment, remote control toys, torches, office equipment and cameras – working and not working.

Computer equipment includes laptops, printers and cameras.

We will aim to have a variety of software applications that are suitable for use with children of all abilities. We will have internet access for children under constant supervision.

- use ICT safely and appropriately throughout the setting.
- enable and encourage children to investigate and identify the uses of technology that that they will find in their everyday lives.
- enable and encourage children to use a range of ICT equipment such as computers and programmable toys to support their learning and communication
- integrate technology into role play to reflect the world around us, such as a shopping till, mobile phones and real cameras no longer actually working.
- encourage children to confidently access resources, computers and programmable toys to develop their learning and play, with staff support.

Why we have ICT in our setting: -

I.C.T. is educational, it encourages collaboration, supports curriculum integration, it gives the child control, it is transparent and intuitive to use, it should avoid violence and stereotyping, support an awareness of health and safety, support the involvement of parents and support EYFS areas of learning and development aiding children's achievements.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.1 Child development 1.2 Inclusive practice 1.3 Keeping safe	2.1 Respecting each other 2.2 Parents as partners 2.3 Supporting learning	3.1 Observation, assessment and planning 3.2 Supporting every child 3.3 The learning environment	4.2 Active learning 4.3 Creativity and critical thinking 4.4 Personal, social and emotional development

Health & Safety

Children are taught how to handle technical equipment safely and correctly. This includes how to turn the computer on and off, how to carry electronic items safely and how to adjust the volume. Children are made aware of the need to treat ICT items with respect and that this equipment may not be as robust as others. Electronic equipment is kept well away from sand and water and any other hazardous materials. Computer use is time limited and is maneuvered under the direct support and supervision of staff when it is in use.

Tablets

Tablets will contain NO personal or confidential information; they are for the children/staff as a learning tool which will be loaded with appropriate applications to complement the children's learning within the EYFS.

Administration and Record Keeping

The nursery administration laptop used only by the manager and the nursery Deputy Manager, is kept in secure surroundings and is password protected. Back up facilities are password protected.

Communication at nursery is often carried out through e-mail. The owner and manager keeps a list of current parents e-mail addresses and all correspondence is sent as a 'blind' copy.

Staff members do not hold parents e-mail addresses. The owner/manager does not pass on details to any other third party without permission, including existing and past parents.

Children use the nursery computer which is always with close staff supervision and the staff may write next steps and record information on the Catkins staff laptop. These are kept securely and are password protected. Staff also have access to tablets which are used for utilising the Tapestry system to log attendance/absences, accidents/illnesses and to contact parents/carers etc during the working day. These tablets will be stored in a locked cupboard overnight and during the weekend and no staff will be permitted to take these home or use them for alternative purposes during the working day.

The I.C.T. designated Catkins staff member will update the Catkins Nursery Facebook page as necessary and will use photos supplied on a memory card from the manager to do so, ensuring the safety and use is maintained and appropriate at all times.

We use a range of ICT equipment to record individual children's progress and achievements. This information can be used to communicate with parents, and between children and staff. The information is collated and used in the child's Learning Journal and for parental consultations.

Photographs are taken on staff cameras/tablets provided by nursery and then the memory cards are developed by senior staff and the photos printed. The memory cards are then wiped and reused at nursery. Care is always taken to ensure the safe keeping of these cards.

All parents are required to sign a permission form for photographs to be used for record keeping, publicity awareness and the children's own use for an undetermined period of time and any parent who has not given permission for their child's image to be used in this way is identified confidentially to staff, who ensure that the request is adhered to.

All photos are taken with caution with regard to dress, subject, any embarrassment or ridicule. Inappropriate photos or film will not be taken, no photos in bathroom area, and any children in photo without permission will be 'blacked' out, first names only are used.

The children's use own 'tuff' camera use remains under the same guidelines.

Learning Journals are kept at nursery, or they may be taken to the child's home by the parent to be shared with the family. The Catkins Admin laptop is never left unattended whilst travelling. All journals leaving the building are taken by the parent only, unless express permission is given for them to be handled by a third party.

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Catkins Child Care Sussex Ltd.